



Service Learning Mini-grants Request for Proposals 2008-2009

TEAMS is pleased to announce the 2008-2009 Request for Proposals (RFP). Mini-grants ranging from \$300-\$1000 are available to successful TEAMS Fellows who complete an application that demonstrates a feasible service learning project that meets the requested criteria.

The grant funding deadlines are as follows: October 2, 2008, December 2, 2008 and February 2, 2009. Please email your questions to Lorena Salazar at teams.grants@gmail.com

Successful proposals will include the following:

- Realistic and measurable objectives
- Community building within the classroom
- Youth voice that is evident in the planning, implementation and evaluation of the project
- Explicit and meaningful linkages between high quality service and the curriculum
- Where possible, curriculum that is linked to academic content standards
- Potential impact of the service project to address community needs
- Reflection activities that are built into the project
- Evaluation plans that are clear and realistic
- A clear and realistic budget that is tied directly to service project objectives

Application Process

- A summary description or abstract of the project being proposed
- A completed mini-grant application form (word doc for download available)
- A complete budget (template available)
- A signed letter of support from the school principal

Please note, incomplete applications will not be reviewed. Handwritten applications will also not be considered. For downloads please visit <http://www.teamsusf.org/index.html>

Allowable Expenses

- Local transportation – mileage reimbursement for staff and volunteers, transportation costs for students
- Supplies directly related to learning activities
- Supplies directly related to service projects, but only when such service projects substantially and actively engage youth from start to finish
- Miscellaneous hand tools however, when requesting funds for hand tools, applicants must clearly explain why such tools are not available from the legal applicant, school district, or other project sponsor, and what will happen to the tools once the project is complete.
- Speakers – not to exceed \$200.

Unallowable Expenses

- Large-scale project expenses for service projects that only incidentally involve youth, i.e., children sketch a fence and decorate it after it is constructed by contractors, or children draw a mural on paper and a muralist paints the mural, or children turn the water on in a drip system after a contractor installs it, etc.
- Scholarships or other prize monies (contests and competitions)
- Hourly pay, stipends, or honorariums for community volunteers
- Heavy equipment or power tools
- Purchase of digital cameras or video cameras
- Giveaway t-shirts with no academic or programmatic value
- Musical instruments
- After-school snacks and refreshments
- Hotels and restaurants for K-12 field trips
- Computer software
- Computers or other technology items
- Other items deemed unallowable by TEAMS

Prohibited Activities

- Fundraising
- Efforts to influence legislation—lobbying
- Organizing or engaging in marches, protests, petitions, boycotts, or strikes
- Assisting, promoting or deterring union organizing
- Engaging in partisan political activity
- Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation or elected officials
- Engaging in religious instruction, conducting worship services, or engaging in any form of religious proselytization
- Conducting or engaging in voter registration drives
- Other activities deemed prohibited by TEAMS.

Timeline

- Complete application materials must be submitted via fax, email or snail mail on or before the posted deadlines.
- Decisions and notifications will be made on a rolling basis, approximately two weeks from when completed applications are received.
- Approved mini-grantees will need to complete additional paperwork to access funds, please note this process takes an additional three weeks.
- Digital Deliverables will be requested at the conclusion of the service learning project.
- A brief evaluation will also be requested and signal the successful completion of the mini-grant process.

Funding Requirements

- All expenses must be pre-approved by TEAMS. Your final budget must be approved before you can spend money.
- Grantees will receive a stipend for their approved grant amount.
- Grantees must keep original receipts and submit them upon request.

- All grantees must acknowledge the TEAMS/AmeriCorps Program as its sponsor in all marketing, publication, signs, press releases, and when recognition is received.
- Service-Learning projects must be completed by June 15, 2009.
- Digital archival deliverables will be due to the TEAMS Office no later than 30 days after the completion of the project.

**The mini-grant application is available on-line at www.teamsusf.org
TEAMS/AmeriCorps Service-Learning Mini-grant Program
Application**

Did you receive a 2007-2008 mini-grant? _____

Name of Fellow: _____

TEAMS Partner Site _____

Home Address: _____

Home Phone Number: _____ Mobile: _____

Email Address: _____

School: _____

School Address: _____

Name of Project you are proposing: _____

Grade/Subject Area you will be conducting the project in: _____

Number of students who will be directly involved in the project (planning, implementing, and evaluating): _____

Number of beneficiaries of the service activity: _____

Project Start and End Dates: From _____ to _____

Summary Description or abstract of the project (250 word maximum).

1. What is the community problem or need you are addressing with your service learning project? How did you come to determine this was a problem or need?
2. What service activity will you, your students and volunteers perform and how will it address the problem/need identified?
3. What are your goals and objectives for the project? Once your project is completed, how will you know whether your service learning project was successful?

4. What are the academic content objectives of the service learning project? (What academic content would you like your students to learn? What will you teach?)
5. What skills would you like your students to develop/obtain?
6. What values would you like to develop in your students?
7. What reflection activities will you do to help student process/show what they learned?
8. How will the service activity further learning on the subject you are teaching?
9. How will the service activity reinforce the skills and concepts you are teaching?
10. Which community agencies do you plan to collaborate with? What objectives do you have for collaboration?
11. How will you incorporate student voice in your project? What activities do you plan to use to encourage student participation in all aspects of the project, from planning to evaluation?
12. What reflection activities will you do to help students process the service activity? How will your reflection activities help to reinforce what the students learned in the service project?
13. How will you evaluate the service learning project, both the service activity outcomes and also the academic outcomes?
14. How will you document your project to demonstrate what you and your students accomplished with your service learning project?

*Please submit this, along with a completed budget and signed letter from the Principal to Lorena Salazar
teams.grants@gmail.com*